

U.S. Department of Education  
Office of Postsecondary Education

Demonstration Projects to Ensure Students  
with Disabilities Receive a Quality Higher  
Education Program

**Grants for Institutions of Higher Education  
(CFDA No. 84.333)**

A Guide for the Preparation of Applications



Form Approved:  
OMB No. 1840-0738 Exp. Date: 05/31/2005

*Closing Date: July 22, 2002*

**Dated material—open immediately**

**DEMONSTRATION PROJECTS TO ENSURE STUDENTS WITH  
DISABILITIES RECEIVE A QUALITY HIGHER EDUCATION**

**INTENT TO SUBMIT APPLICATION**

**Please return this form or e-mail responds by  
July 12, 2002**

Please indicate your institution's intent to apply for a grant awarded under the Demonstration Project to Ensure Students with Disabilities Receive A Quality Higher Education by completing the following form:

Name of Institution: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Type of Grant: (Please check the appropriate grant type)

☐ Teaching Methods: Strategies

☐ Synthesizing Research and Information  
FAX or e-mail response to:

Brenda Shade  
Demonstration Projects to  
Ensure Students with Disabilities  
Receive a Quality Higher Education  
U.S. Department of Education  
1990 K Street N.W.  
Washington, DC 20006  
Fax responses to (202)502-7699  
e-mail: [Brenda.Shade@ed.gov](mailto:Brenda.Shade@ed.gov)

*The Department uses this information for planning purposes only.  
This information will help anticipate the number of applications  
to plan for the peer review process.*

**DEMONSTRATION PROJECTS TO ENSURE STUDENTS WITH DISABILITIES  
RECEIVE A QUALITY HIGHER EDUCATION PROGRAM**

Approved under OMB Control No. 1840-0738

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June, 2002

Dear Applicant:

Thank you for your interest in the ***Demonstration Projects to Ensure Students with Disabilities Receive a Quality Higher Education Program***. The purpose of this grant is to provide technical assistance and professional development for faculty and administrators in colleges and universities to equip them with the knowledge and skills they need to teach students with disabilities. We want to ensure that no student is left behind as they pursue their education at the postsecondary level. Included in this application booklet are the instructions and forms needed to submit a complete application package to the U.S. Department of Education.

Applications for this grant application must be postmarked, hand-delivered or electronically sent to our Application Control Center by July 22, 2002. Applications will be reviewed and ranked by panels of experts based on the selection criteria contained in this application package.

Grant awards will be made by September 30, 2002. A program officer is available to provide technical assistance if you have any questions after reviewing the application booklet. Please contact Shedita Ford or Vicki Payne by telephone at (202)502-7878, by FAX at (202)502-7699, or by e-mail at [shedita.ford@ed.gov](mailto:shedita.ford@ed.gov) or [vicki.payne@ed.gov](mailto:vicki.payne@ed.gov). We encourage you to visit the website at:

<http://www.ed.gov/office/OPE/disabilities/>

We look forward to receiving your application and greatly appreciate your efforts to promote excellence for students with disabilities in our nation's colleges and universities through faculty and administrator preparedness.

Sincerely,

Suzanne Ulmer, Director  
Teacher Quality, Child Care and  
Disabilities Programs

## **Section A**

**DEMONSTRATION PROJECTS TO ENSURE STUDENTS  
WITH DISABILITIES RECEIVE A QUALITY HIGHER  
EDUCATION PROGRAM**

**Notice Inviting Applications**

Insert Closing Date

## **Section B**

# **DEMONSTRATION PROJECTS TO ENSURE STUDENTS WITH DISABILITIES RECEIVE A QUALITY HIGHER EDUCATION PROGRAM**

## **Introduction**

***THE DEMONSTRATION PROJECTS TO ENSURE STUDENTS WITH  
DISABILITIES RECEIVE A QUALITY HIGHER EDUCATION PROGRAM  
(84.333)***

**APPLICATION FOR NEW AWARDS FOR FISCAL YEAR 2002**

**INTRODUCTION**

**AUTHORIZATION**

Title VII, Part D of the Higher Education Act of 1965, as amended.

**PURPOSE**

To support model demonstration projects to provide technical assistance or professional development for faculty and administrators in institutions of higher education in order to provide students with disabilities a quality postsecondary education.

**ELIGIBLE APPLICANTS**

Institutions of higher education, including institutions that provide professional development and technical assistance for students with learning disabilities.

**KEY DATES**

Closing date: 7-22-2002

Anticipated award date: 9-30-2002

Note: The U.S. Department of Education is not bound by anticipated dates of award.

**CONTACT PERSON**

Shedita Ford or Vicki Payne

Phone: (202) 502-7878 fax: (202) 502-7699

e-mail: [shedita.ford@ed.gov](mailto:shedita.ford@ed.gov) or [vicki.payne@ed.gov](mailto:vicki.payne@ed.gov)

**ACTIVITIES FUNDED UNDER THIS PROGRAM**

Authorized activities: Eligible activities to be conducted by institutions of higher education under this section shall be

used to carry out one or more of the following activities:

1. The development of innovative, effective and efficient teaching methods and strategies to provide faculty and administrators with the skills and supports necessary to teach students with disabilities. Such methods and strategies may include:
  - in-service training
  - professional development
  - customized and general technical assistance workshops
  - summer institutes
  - distance learning and
  - training in the use of assistive and educational technology.
2. Synthesizing research and other information related to the provision of postsecondary educational services to students with disabilities.
3. Conducting professional development and training sessions for faculty and administrators from other institutions of higher education to enable the faculty and administrators to meet the postsecondary needs of students with disabilities.

Grants under this program shall include evaluation and dissemination to other institutions of higher education, of the information obtained through the activities described above.

#### **EXPECTED FUNDING LEVELS**

Amounts are anticipated only. The U.S. Department of Education is not bound by the estimates given below.

- Total amount available for Fiscal Year 2002: \$7,000,000.
- Funding range: \$100,000-\$350,000
- Estimated number of awards: 24
- Anticipated average award: \$290,000

## **APPLICATION INSTRUCTIONS AND FORMS**

The following information was published in the FEDERAL REGISTER in which the U.S. Department of Education published its Application Notices for New Programs in Fiscal Year 2002 (See Section A).

### **DEADLINE FOR TRANSMITTAL OF APPLICATIONS**

July 22, 2002

### **DEADLINE FOR INTERGOVERNMENTAL REVIEW**

September 19, 2002

### **ESTIMATED RANGE OF AWARDS**

\$100,000-\$350,000

### **ESTIMATED AVERAGE SIZE OF AWARDS**

\$290,000

### **ESTIMATED NUMBER OF AWARDS**

24

### **PROJECT PERIOD**

36 Months (Oct. 1, 2002 to September 30, 2005)

### **APPLICABLE REGULATIONS**

- (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR Parts 74, 75, 77, 79, 82, 85 and 86.

## **APPLICATION INSTRUCTIONS AND FORMS**

The application package should be divided into four parts. The parts are as follows:

*Part I:* Application for Federal Assistance  
(Standard Form 424).

*Part II:* Budget Information - Non-Construction Programs  
(ED Form 524).

The applicant completes ED form 524, printed in the application package, showing costs for each year for which funding is requested. The applicant completes section C of

form 524 by attaching additional pages to provide a detailed breakout of all proposed costs for each 12 month period for which funding is requested. Under 34 CFR 75.562, the Secretary accepts an indirect cost rate of no more than 8 percent of the total direct cost of the project for the federal share and for the matching share.

*Part III:* Application Narrative. Please see instructions on p.16

*Part IV:* Assurances – Non-Construction Programs  
(Standard Form 424B).

Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements; Disclosure of Lobbying Activities.

## **SUBMISSION REQUIREMENTS**

An applicant may submit information on a photostatic copy of the application and budget forms, the assurances, and the certification. However, the application form, the assurances, and the certification must each have an original signature. Please submit one original and three copies of the application in accordance with the instructions on page E1. No grant may be awarded unless a complete application form has been received.

Approved under OMB Control No. 1840-0738

## **FURTHER INFORMATION**

For specific information concerning the program, contact Shedita Ford or Vicki Payne. Mailing Address: Office of Postsecondary Education, U.S. Department of Education, 1990 K Street N.W., Washington, D.C. 20006. Telephone: (202) 502-7878. Information about the Department's funding opportunities, including copies of application notices for discretionary grant programs can be viewed on the Department's electronic bulletin board (ED Board) telephone (202) 260-9950; on the Internet Gopher Service (at <gopher://gcs.ed.gov>; or on the World Wide Web (at <http://gcs.ed.gov>). However, the official application notice for a discretionary grant competition is the notice published in the FEDERAL REGISTER.

## **PROGRAM AUTHORITY**

Title VII of the Higher Education Act of 1965, Part D as amended.

## **Section C**

### **DEMONSTRATION PROJECTS TO ENSURE STUDENTS WITH DISABILITIES RECEIVE A QUALITY HIGHER EDUCATION PROGRAM**

#### **Selection Criteria**

**DEMONSTRATION PROJECTS TO ENSURE STUDENTS WITH DISABILITIES  
RECEIVE A QUALITY HIGHER EDUCATION PROGRAM**

**SELECTION CRITERIA**

The Secretary uses the following selection criteria to evaluate applications for new grants under the Demonstration Projects to Ensure Students with Disabilities Receive a Quality Higher Education. Applicants should note that the following criteria should be considered while developing the grant application. The maximum score for all these criteria is 100 points. The maximum score for each criterion is indicated with the criterion.

**(a) Statutory provisions. The maximum score for this section is 30 points.**

The Secretary considers the requirements of the statute for the proposed project.

- (1) The Secretary reviews each application to determine the extent to which the project will meet the purpose(s) and requirement(s) of section 762 and 763 of Title VII, Part D, of the Higher Education Act of 1965, as amended by the Higher Education Amendments of 1998, Pub.L.105-244.

**(b) Significance. The maximum score for this section is 25 points.**

The Secretary considers the significance of the proposed project. In determining the significance of the proposed project, the Secretary considers the following factors:

- (1) The potential contribution of the proposed project to increased knowledge or understanding of educational problems, issues, or effective strategies.
- (2) The potential contribution of the proposed project to the development and advancement of theory, knowledge, and practices in the field of study.
- (3) The extent to which the proposed project involves the development or demonstration of promising new strategies that build on, or are alternatives to, existing strategies.
- (4) The extent to which the results of the proposed project are to be disseminated in ways that will enable others to use the information or strategies.
- (5) The potential replicability of the proposed project or strategies, including, as appropriate, the implementation in a variety of settings.

**(d) Quality of project services. The maximum score for this section is 10 points.**

The Secretary considers the quality of the services to be provided by the proposed project.

- (1) In determining the quality of the services to be provided by the proposed project, the Secretary considers the quality and sufficiency of strategies for ensuring equal access and treatment for eligible project participants who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.
- (2) The extent to which the training or professional development services to be provided by the proposed project are of sufficient quality, intensity, and duration to lead to improvements in practice among recipients of those services.
- (3) The extent to which the technical assistance services to be provided by the proposed project involve the use of efficient strategies, including the use of technology, as appropriate, and the leveraging of non-project resources.

**(e) Quality of project personnel. The maximum score for this section is 10 points.**

The Secretary considers the quality of the personnel who will carry out the proposed project.

- (1) In determining the quality of project personnel, the Secretary considers the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, National origin, gender, age, or disability.

In addition, the Secretary considers the following factors:

- (2) The qualifications, including relevant training and experience, of the project director or principal investigator.
- (3) The qualifications, including relevant training and experience, of key project personnel.

**(f) Adequacy of resources. The maximum score for this section is 5 points.**

The Secretary considers the adequacy of resources for the proposed project. In determining the adequacy of resources for the proposed project the Secretary considers the following factors:

- (1) The adequacy of support, including facilities, equipment, supplies, and other resources, from the applicant organization or the lead applicant organization.
- (2) The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.

**(g) Quality of the management plan. The maximum score for this section is 10 points.**

The Secretary considers the quality of the management plan for the proposed project. In determining the quality of the management plan for the proposed project, the Secretary considers the following factors:

- (1) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.
- (2) The extent to which the time commitments of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project.

**(h) Quality of the project evaluation. The maximum score for this section is 10 points.**

The Secretary considers the quality of evaluation to be conducted of the proposed project. In determining the quality of the evaluation, the Secretary considers the following factor:

- (1) The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible.

## **Section D**

### **DEMONSTRATION PROJECTS TO ENSURE STUDENTS WITH DISABILITIES RECEIVE A QUALITY HIGHER EDUCATION PROGRAM**

#### **Instructions for the Preparation of the Application Narrative**

***DEMONSTRATION PROJECTS TO ENSURE STUDENTS WITH  
DISABILITIES RECEIVE A QUALITY HIGHER EDUCATION  
PROGRAM***

**INSTRUCTIONS FOR THE PREPARATION  
OF THE APPLICATION NARRATIVE FOR NEW  
APPLICANTS**

**THE NARRATIVE**

Provide a one-page single-spaced abstract of the proposed project.

Describe the proposed Demonstration Projects to Ensure Students with Disabilities Receive a Quality Higher Educational Program in light of each of the selection criteria (Section C) in the order in which these criteria are listed in the application package. In addition, each application shall include: (a) a description of how such institutions plan to address each of the activities (for which you choose to apply) as required under this part, (b) a description of how the institutions consulted with a broad range of people within the institution to develop activities for which assistance is sought; and (c) a description of how the institution will coordinate and collaborate with the office that provides services to students with disabilities within the institution.

*Note:* The statute governing this program allows applicants to apply for one or more of the three authorized activities as set forth in Section 762(1)(2). See statutory language in Section E of this application. Regardless of the number of activities for which you apply, only one grant application is to be submitted and only one will be considered.

The Secretary encourages applicants to seek technical assistance from persons with disabilities who have a degree from an institution of higher education as well as from faculty from institutions of higher education that typically teach freshman and sophomore classes in order to gain information relevant to this application. If the applicant intends to apply for grants to synthesize research and other information, the Secretary encourages applicants to ensure their projects will not duplicate existing federally supported projects but will use existing research and information from relevant federally supported projects when carrying out their projects. The Secretary also

encourages projects to disseminate information through other federal higher education projects. If the applicant intends to submit an application consistent with the invitational priority as described in Section A, please note that this will not affect the competitive standing of the application. For more detail, please refer to Section A, Notice Inviting Applications for New Awards.

#### **CONSIDERATIONS IN MAKING AWARDS**

In making awards under this program, the Secretary shall consider the following:

1. Providing an equitable geographic distribution of such grants.
2. Distributing such grants to urban and rural areas.
3. Ensuring that the activities to be assisted are developed for a range and types and sizes of institutions of higher education.
4. Institutions of higher education with demonstrated prior experience in or exceptional programs for, meeting the postsecondary educational needs of students with disabilities.

Provide as attachments to the narrative, resumes for all relevant faculty and staff who will work on this project. Include as attachments other pertinent information that might assist the reviewers to evaluate the application, including, as needed, the technological specifications of the project.

*Note:* As you address the selection criteria that will be used to evaluate the applications be sure to review section E of the application, which contains a reprint of the authorizing statute.

We encourage applicants to limit their narrative to no more than 40 pages. Please do not use reduced size typescript. This page limitation pertains only to the narrative portion of your application. The page limitation does not apply to the abstract, the budget pages, faculty resumes, letters of support or any other materials that you may chose to include with your application.

## **THE GOVERNMENT PERFORMANCE AND RESULTS ACT (GPRA)**

The Government Performance and Results Act of 1993 (GPRA) is a federal statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency states what it intends to accomplish, identifies the resources required, and periodically prepares a progress report to the Congress.

GPRA will contribute to improvements in accountability for the expenditure of public funds, improve congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

As required by GPRA, the Department of Education has prepared a strategic plan for 1998-2002. This plan reflects the Department's priorities and integrates them with its mission and program authorities.

## **PAPERWORK BURDEN STATEMENT**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0738. The time required to complete this information collection is estimated to average 80 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Shedita Ford or Vicki Payne, Demonstration Projects to Ensure Students with Disabilities Receive a Quality Higher Education, OPE, U.S. Department of Education, 1990 K Street N.W. Washington D.C. 20006.

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## **Section E**

### **DEMONSTRATION PROJECTS TO ENSURE STUDENTS WITH DISABILITIES RECEIVE A QUALITY HIGHER EDUCATION PROGRAM**

#### **Statutory Provisions**

***PART D-DEMONSTRATION PROJECTS TO ENSURE STUDENTS WITH DISABILITIES  
RECEIVE A QUALITY HIGHER EDUCATION***

"SEC. 761. PURPOSES.

"It is the purpose of this part to support model demonstration projects to provide technical assistance or professional development for faculty and administrators in institutions of higher education in order to provide students with disabilities a quality postsecondary education.

"SEC. 762. GRANTS AUTHORIZED.

"(a) COMPETITIVE GRANTS AUTHORIZED. — The Secretary may award grants, contracts, and cooperative agreements, on a competitive basis, to institutions of higher education, of which at least two such grants shall be awarded to institutions that provide professional development and technical assistance in order for students with learning disabilities to receive a quality Postsecondary education.

"(b) DURATION; ACTIVITIES.

"(1) DURATION. — Grants under this part shall be awarded for a period of 3 years.

"(2) AUTHORIZED ACTIVITIES. — Grants under this part shall be used to carry out 1 or more of the following activities:

"(A) TEACHING METHODS AND STRATEGIES. — The development of innovative, effective and efficient teaching methods and strategies to provide faculty and administrators with the skills and supports necessary to teach students with disabilities. Such methods and strategies may include in-service training, professional development, customized and general technical assistance, workshops, summer institutes, distance learning, and training in the use of assistive and educational technology.

"(B) SYNTHESIZING RESEARCH AND INFORMATION. — Synthesizing research and other information related to the provision of postsecondary educational services to students with disabilities.

"(C) PROFESSIONAL DEVELOPMENT AND TRAINING SESSIONS. — Conducting professional development and training sessions for faculty and administrators from other institutions of higher education to enable the faculty and administrators to meet the postsecondary educational needs of students with disabilities.

"(3) MANDATORY EVALUATION AND DISSEMINATION. — Grants under this part shall be used for evaluation and dissemination to other institutions of higher education, of the information obtained through the activities described in subparagraphs (A) through (C).

"(c) CONSIDERATIONS IN MAKING AWARDS. — In awarding grants, contracts, or cooperative agreements under this section, the Secretary shall consider the following:

"(1) GEOGRAPHIC DISTRIBUTION. — Providing an equitable geographic distribution of such grants.

"(2) RURAL AND URBAN AREAS. — Distributing such grants to urban and rural areas.

"(3) RANGE AND TYPE OF INSTITUTION. — Ensuring that the activities to be assisted are developed for a range of types and sizes of institutions of higher education.

"(4) PRIOR EXPERIENCE OR EXCEPTIONAL PROGRAMS. — Institutions of higher education with demonstrated prior experience in, or exceptional programs for, meeting the Postsecondary educational needs of students with disabilities.

#### "SEC. 763. APPLICATIONS.

"Each institution of higher education desiring to receive a grant, contract, or cooperative agreement under this part shall submit an application to the Secretary at such time, in such manner, and accompanied by such information as the Secretary may require. Each applicant shall include—

"(1) a description how such institution plans to address each of the activities required under this part;

"(2) a description of how the institution consulted with a broad range of people within the institution to

develop activities for which assistance is sought;  
and

- "(3) a description of how the institution will coordinate and collaborate with the office that provides services to students with disabilities within the institution.

"SEC. 764. RULE OF CONSTRUCTION.

"Nothing in this part shall be construed to impose any additional duty, obligation or responsibility on an institution of higher education or on the institution's faculty, administrators, or staff than are required by section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

"SEC. 765. AUTHORIZATION OF APPROPRIATIONS.

"There are authorized to be appropriated for this part \$10,000,000 for fiscal year 1999 and such sums as may be necessary for each of The 4 succeeding fiscal years."

SEC. 702. REPEALS.

Except as otherwise provided in section 301(a), titles VIII (20 U.S.C. 1135 et seq.), IX (20 U.S.C. 1134 et seq.), X (20 U.S.C. 1135 et seq.), XI (20 U.S.C. 1136), and XII (20 U.S.C. 1141) are repealed.

## **Section F**

### **DEMONSTRATION PROJECTS TO ENSURE STUDENTS WITH DISABILITIES RECEIVE A QUALITY HIGHER EDUCATION PROGRAM**

- ❖ **Application Forms, Instructions and Assurances**
- ❖ **Certificates Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters, and Drug-Free Workplace Requirements (ED Form #80-0013)**
- ❖ **Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions (ED Form #80-0014)**
- ❖ **Disclosure of Lobbying Activities (SF LLL)  
-Continuation Sheet (SF LLL-a)**
- ❖ **Guidance on Section 427 General Education Provisions Act (GEPA)**
- ❖ **Government Performance and Results Act (GPRA)**

Insert ED 424

**Insert 524**

## **INSTRUCTIONS FOR PREPARING THE BUDGET NARRATIVE**

In addition to listing the federal amounts requested and the non-federal amounts for each budget line item, attach a budget narrative giving specific details as to how the requested funds will be spent.

### **PERSONNEL (PROFESSIONAL AND SUPPORT STAFF)**

Enter title of each position, the annual salary, and the amount of time each person will devote to the project.

### **FRINGE BENEFITS**

Give the percentage(s) of all personnel in the project.

### **TRAVEL**

Grant funds may be used only for travel that is related to achieving the objectives of the project. Enter the total cost of travel, including all transportation cost and per diem, for personnel in the project. Provide itemized detail of all travel costs, including destinations, per diem rates and transportation costs in the budget narrative. Note: Please include travel funds for two project staff personnel to attend one (two day) workshops in Washington, DC. Do not include travel expenses for consultants. Consultants travel must be listed under the "other" category.

### **EQUIPMENT**

The amount for unit cost for equipment is \$5,000. Enter the cost of all non-expendable personal property, both fixed and moveable, necessary for achieving the objectives of the project. Equipment means tangible non-expendable property including exempt property charged directly to the grant having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. However, consistent with recipients' policy, lower limits may be established.

### **SUPPLIES**

Enter the cost of all tangible supplies except that covered under the "Equipment" category. Itemized costs should be provided on the budget narrative.

**CONTRACTUAL**

Please include the estimated costs of contractual agreements with other organizations or businesses.

**CONSTRUCTION**

No construction costs are allowed under this program.

**OTHER DIRECT COSTS**

Please include all direct costs not clearly covered by items 1 through 6. Examples of such cost are communications, equipment rental, computer use charges, consultant fees, printing and postage, etc.

**TOTAL DIRECT COSTS**

The Total Direct Costs is the amount for the twelve-month period for each year, (Total of items 1 through 8).

**INDIRECT COSTS**

Indirect cost for this program is calculated at eight (8) percent of the Total Direct Cost of the project.

**TOTAL COST OF THE PROJECT**

The Total Cost of the Project is the total of all line items on the budget summary and narrative.

## ASSURANCES- NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY**

**Note:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal

employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. § 1451 et seq); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §1721 et seq) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. § 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

Signature of Authorized Certifying Official	Title	
Applicant Organization		Date Submitted

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## **CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

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### **1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

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### **2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110--

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft,

forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

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### **3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 -

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

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Check ☐ if there are workplaces on file that are not identified here.

#### **DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants Policy and Oversight Staff, Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT	PR/AWARD NUMBER AND / OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

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**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion –  
Lower Tier Covered Transactions**

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

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**Instructions for Certification**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled A Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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**Certification**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME OF APPLICANT	PR/AWARD NUMBER AND/OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001.
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

**Disclosure of Lobbying Activities**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure)

<b>1. Type of Federal Action:</b> a. contract _____ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	<b>2. Status of Federal Action:</b> a. _____ bid/offer/application _____ b. initial award c. post-award	<b>3. Report Type:</b> a. initial filing _____ b. material change  <b>For material change only:</b> Year _____ quarter _____ Date of last report _____
<b>4. Name and Address of Reporting Entity:</b> _____ Prime _____ Subawardee Tier _____, if Known:  <b>Congressional District, if known:</b>	<b>5. If Reporting Entity in No. 4 is Subawardee,</b> Enter Name and Address of Prime:  <b>Congressional District, if known:</b>	
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, <i>if applicable</i> : _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b>  \$	
<b>10. a. Name and Address of Lobbying Registrant</b> <i>(if individual, last name, first name, MI):</i>	<b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
<b>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b>	<b>Signature:</b> _____  <b>Print Name:</b> _____  <b>Title:</b> _____ _____  <b>Telephone No.:</b> _____ <b>Date:</b> _____	
<b>Federal Use Only</b>	<b>Authorized for Local Reproduction</b> Standard Form - LLL (Rev. 7-97)	

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.
- (b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

Please fill in space above, as needed.

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Standard Form – LLL –A

## **DUNS Number Instructions**

D-U-N-S No.: Please provide the applicant's D-U-N-S Number. You can obtain your D-U-N-S Number at no charge by calling 1-800-333-0505 or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL:

<http://www.dnb.com/dbis/aboutdb/intlduns.htm>

The D-U-N-S Number is a unique nine-digit number that does not convey any information about the recipient. A built in check digit helps assure the accuracy of the D-U-N-S Number. The ninth digit of each number is the check digit, which is mathematically related to the other digits. It lets computer systems determine if a D-U-N-S Number has been entered correctly.

Dun & Bradstreet, a global information services provider, has assigned D-U-N-S numbers to over 43 million companies worldwide.

## **EXECUTIVE ORDER - INTERGOVERNMENTAL REVIEW**

The Education Department General Administrative Regulations (EDGAR), 34 CFR 79, pertaining to intergovernmental review of Federal programs, apply to the program included in this application package.

Immediately upon receipt of this notice, all applicants, other than federally recognized Indian Tribal Governments, must contact the appropriate State Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372. Applicants proposing to perform in more than one State should contact, immediately upon receipt of this notice, the Single Points of Contact for each State and follow the procedures established in those States under the Executive Order. A list containing the Single Point of Contact for each State is included in the application package for this program.

In States that have not established a process or chosen a program for review, State, area wide, regional, and local entities may submit comments directly to the Department.

Any State Process Recommendation and other comments by a State Point of Contact and any comments from State, area wide, regional, and local entities must be mailed or hand-delivered by the date in the Program announcement for Intergovernmental Review to the following address:

**The Secretary  
E.O. 12372 - CFDA # 84.333  
U.S. Department of Education, FB-6, Room 7E116  
400 Maryland Avenue, SW  
Washington, DC 20202**

In those States that require review for this program, applications are to be submitted simultaneously to the State Review Process and the U.S. Department of Education.

Proof of mailing will be determined on the same basis as applications.

Please note that the above address is not the same address as the one to which the applicant submits its completed application. **DO NOT SEND APPLICATIONS TO THE ABOVE ADDRESS.**

# Appendix

## Intergovernmental Review of Federal Programs

This appendix applies to each program that is subject to the requirements of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR part 79.

The objective of the Executive order is to foster an intergovernmental partnership and to strengthen federalism by relying on State and local processes for State and local government coordination and review of proposed Federal financial assistance.

Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372. Applicants proposing to perform activities in more than one State should immediately contact the Single Point of Contact for each of those States and follow the procedure established in each of those States under the Executive order. A listing containing the Single Point of Contact for each State is included in this appendix.

In States that have not established a process or chosen a program for review, State, areawide, regional, and local entities may submit comments directly to the Department.

Any State Process Recommendation and other comments submitted by a State Single Point of Contact and any comments from State, areawide, regional, and local entities must be mailed or hand-delivered by the date indicated in the actual application notice to the following address: The Secretary, EO 12372--CFDA# [commenter must insert number--including suffix letter, if any], U.S. Department of Education, room 7W301, 400 Maryland Avenue, SW., Washington, DC 20202.

Proof of mailing will be determined on the same basis as applications (see 34 CFR 75.102). Recommendations or comments may be hand-delivered until 4:30 p.m. (Washington, DC time) on the date indicated in the actual application notice.

PLEASE NOTE THAT THE ABOVE ADDRESS IS NOT THE SAME ADDRESS AS THE ONE TO WHICH THE APPLICANT SUBMITS ITS COMPLETED APPLICATION. DO NOT SEND APPLICATIONS TO THE ABOVE ADDRESS.

The list below, prepared by the U.S. Department of Education is an unofficial version of the State Single Point of Contact (SPOC) List published by the Office of Management and Budget (OMB). The Department has made every effort to ensure the accuracy of the information contained in this unofficial version. It reflects those changes made by OMB as of 08/15/01. The only official and up to date version of the State Single Point of Contact (SPOC) List is posted on the Grants Management section of the OMB web site: <http://www.whitehouse.gov/omb/grants/spoc.html>. You may review and/or download the Adobe pdf (portable document format) version of this document at the aforementioned site. Please include this statement in any reproduction of this unofficial list.

You are strongly encouraged to access the Intergovernmental Review (SPOC List) link to the Grants Management Information section of the OMB web page regularly in the course of completing grant applications to be submitted to your designated State Single Point of Contact (SPOC). If you do not have access to the Internet, please use the list below to contact the office or individual listed in order to confirm the State Single Point of Contact (SPOC).

#### STATE SINGLE POINTS OF CONTACT (SPOCs)

It is estimated that in 2001, the Federal Government will outlay \$305.6 billion in grants to State and local governments. Executive Order 12372, "Intergovernmental Review of Federal Programs," was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The Order allows each State to designate an entity to perform this function. Below is the official list of those entities. For those States that have a home page for their designated entity, a direct link has been provided on the official version <http://www.whitehouse.gov/omb/grants/spoc.html>.

**States that are not listed on this page have chosen not to participate in the intergovernmental review process, and therefore do not have a SPOC. If you are located within one of these States, you may still send application material directly to a Federal awarding agency.**

Contact information for Federal agencies that award grants can be found in Appendix IV of the Catalog of Federal Domestic Assistance.

[<http://www.cfda.gov/public/cat-app4-index.htm>]

<b>ARKANSAS</b>  Tracy L. Copeland Manager, State Clearinghouse Office of Intergovernmental Services Department of Finance and Administration 1515 W. 7 <sup>th</sup> Street, Room 412 Little Rock, Arkansas 72203 Telephone: (501) 682-1074 FAX: (501) 682-5206 <a href="mailto:tlcopeland@dfa.state.ar.us">tlcopeland@dfa.state.ar.us</a>	<b>CALIFORNIA</b>  Grants Coordination State Clearinghouse Office of Planning and Research P.O. Box 3044, Room 222 Sacramento, California 95812-3044 Telephone: (916) 445-0613 FAX: (916) 323-3018 <a href="mailto:state.clearinghouse@opr.ca.gov">state.clearinghouse@opr.ca.gov</a>
<b>DELAWARE</b>  Charles H. Hopkins Executive Department Office of the Budget 540 S. Dupont Highway , 3 <sup>rd</sup> Floor Dover, Delaware 19901 Telephone: (302) 739-3323 FAX: (302) 739-5661 <a href="mailto:chopkins@state.de.us">chopkins@state.de.us</a>	<b>DISTRICT OF COLUMBIA</b>  Luisa Montero-Diaz Office of Partnerships and Grants Development Executive Office of the Mayor District of Columbia Government 414 4 <sup>th</sup> Street, NW, Suite 530 South Washington, DC 20001 Telephone: (202) 727-8900 FAX: (202) 727-1652 <a href="mailto:opgd.eom@dc.gov">opgd.eom@dc.gov</a>
<b>FLORIDA</b>  Jasmin Raffington Florida State Clearinghouse Department of Community Affairs 2555 Shumard Oak Blvd. Tallahassee, Florida 32399-2100 Telephone: (850) 922-5438 FAX: (850) 414-0479 <a href="mailto:clearinghouse@dca.state.fl.us">clearinghouse@dca.state.fl.us</a>	<b>GEORGIA</b>  Georgia State Clearinghouse 270 Washington Street, SW Atlanta, Georgia 30334 Telephone: (404) 656-3855 FAX: (404) 656-7901 <a href="mailto:gach@mail.opb.state.ga.us">gach@mail.opb.state.ga.us</a>
<b>ILLINOIS</b>  Virginia Bova Department of Commerce and Community Affairs James R. Thompson Center 100 West Randolph, Suite 3-400 Chicago, Illinois 60601 Telephone: (312) 814-6028 FAX: (312) 814-8485 <a href="mailto:vbova@commerce.state.il.us">vbova@commerce.state.il.us</a>	<b>IOWA</b>  Steven R. McCann Division of Community and Rural Development Iowa Department of Economic Development 200 East Grand Avenue Des Moines, Iowa 50309 Telephone: (515) 242-4719 FAX: (515) 242-4809 <a href="mailto:steve.mccann@ided.state.ia.us">steve.mccann@ided.state.ia.us</a>
<b>KENTUCKY</b>  Ron Cook Department for Local Government 1024 Capital Center Drive, Suite 340 Frankfort, Kentucky 40601	<b>MAINE</b>  Joyce Benson State Planning Office 184 State Street 38 State House Station

Telephone: (502) 573-2382 FAX: (502) 573-2512 <a href="mailto:ron.cook@mail.state.ky.us">ron.cook@mail.state.ky.us</a>	Augusta, Maine 04333 Telephone: (207) 287-3261 Telephone: (207) 287-1461 (direct) FAX: (207) 287-6489 <a href="mailto:joyce.benson@state.me.us">joyce.benson@state.me.us</a>
<b>MARYLAND</b>  Linda Janey Manager, Clearinghouse and Plan Review Unit Maryland Office of Planning 301 West Preston Street – Room 1104 Baltimore, Maryland 21201-2305 Telephone: (410) 767-4490 FAX: (410) 767-4480 <a href="mailto:linda@mail.op.state.md.us">linda@mail.op.state.md.us</a>	<b>MICHIGAN</b>  Richard Pfaff Southeast Michigan Council of Governments 535 Griswold, Suite 300 Detroit, Michigan 48226 Telephone: (313) 961-4266 FAX: (313) 961-4869 <a href="mailto:pfaff@semcog.org">pfaff@semcog.org</a>
<b>MISSISSIPPI</b>  Cathy Mallette Clearinghouse Officer Department of Finance and Administration 1301 Woolfolk Building, Suite E 501 North West Street Jackson, Mississippi 39201 Telephone: (601) 359-6762 FAX: (601) 359-6758	<b>MISSOURI</b>  Carol Meyer Teresa Kirchhoff Federal Assistance Clearinghouse Office of Administration P.O. Box 809 Truman Building, Room 840 Jefferson City, Missouri 65102 Telephone: (573) 751-4834 FAX: (573) 522-4395 <a href="mailto:meyerc@mail.oa.state.mo.us">meyerc@mail.oa.state.mo.us</a> <a href="mailto:kirchhofft@mail.oa.state.mo.us">kirchhofft@mail.oa.state.mo.us</a>

<p><b>NEVADA</b></p> <p>Heather Elliott  Department of Administration  State Clearinghouse  209 E. Musser Street, Room 200  Carson City, Nevada 89701  Telephone: (775) 684-0209  FAX: (775) 684-0260  <a href="mailto:Helliot@govmail.state.nv.us">Helliot@govmail.state.nv.us</a></p>	<p><b>NEW HAMPSHIRE</b></p> <p>Jeffrey H. Taylor  Director  New Hampshire Office of State Planning  Attn: Intergovernmental Review Process  Mike Blake  2½ Beacon Street  Concord, New Hampshire 03301  Telephone: (603) 271-2155  FAX: (603) 271-1728  <a href="mailto:Jtaylor@osp.state.nh.us">Jtaylor@osp.state.nh.us</a></p>
<p><b>NEW MEXICO</b></p> <p>Ken Hughes  Local Government Division  Room 201, Bataan Memorial Building  Santa Fe, New Mexico 87503  Telephone: (505) 827-4370  FAX: (505) 827-4948  <a href="mailto:khughes@dfa.state.nm.us">khughes@dfa.state.nm.us</a></p>	<p><b>NORTH CAROLINA</b></p> <p>Jeanette Furney  Department of Administration  1302 Mail Service Center  Raleigh, North Carolina 27699-1302  Telephone: (919) 807-2323  FAX: (919) 733-9571  <a href="mailto:jeanette.furney@ncmail.net">jeanette.furney@ncmail.net</a></p>
<p><b>NORTH DAKOTA</b></p> <p>Jim Boyd  Division of Community Services  600 East Boulevard Ave, Dept 105  Bismarck, North Dakota 58505-0170  Telephone: (701) 328-2094  FAX: (701) 328-2308  <a href="mailto:jboyd@state.nd.us">jboyd@state.nd.us</a></p>	<p><b>RHODE ISLAND</b></p> <p>Kevin Nelson  Department of Administration  Statewide Planning Program  One Capitol Hill  Providence Rhode Island 02908-5870  Telephone: (401) 222-2093  FAX: (401) 222-2083  <a href="mailto:knelson@doa.state.ri.us">knelson@doa.state.ri.us</a></p>

<p><b>SOUTH CAROLINA</b></p> <p>Omeagia Burgess  Budget and Control Board  Office of State Budget  1122 Ladies Street – 12<sup>th</sup> Floor  Columbia, South Carolina 29201  Telephone: (803) 734-0494  FAX: (803) 734-0645  <a href="mailto:aburgess@budget.state.sc.us">aburgess@budget.state.sc.us</a></p>	<p><b>TEXAS</b></p> <p>Denise S. Francis  Director, State Grants Team  Governor's Office of Budget and Planning  P.O. Box 12428  Austin, Texas 78711  Telephone: (512) 305-9415  FAX: (512) 936-2681  <a href="mailto:dfrancis@governor.state.tx.us">dfrancis@governor.state.tx.us</a></p>
<p><b>UTAH</b></p> <p>Carolyn Wright  Utah State Clearinghouse  Governor's Office of Planning and Budget  State Capitol, Room 114  Salt Lake City, Utah 84114  Telephone: (801) 538-1535  FAX: (801) 538-1547  <a href="mailto:cwright@gov.state.ut.us">cwright@gov.state.ut.us</a></p>	<p><b>WEST VIRGINIA</b></p> <p>Fred Cutlip, Director  Community Development Division  West Virginia Development Office  Building #6, Room 553  Charleston, West Virginia 25305  Telephone: (304) 558-4010  FAX: (304) 558-3248  <a href="mailto:fcutlip@wvdo.org">fcutlip@wvdo.org</a></p>
<p><b>WISCONSIN</b></p> <p>Jeff Smith  Section Chief, Federal/State Relations  Wisconsin Department of Administration  101 East Wilson Street – 6<sup>th</sup> Floor  P.O. Box 7868  Madison, Wisconsin 53707  Telephone: (608) 266-0267  FAX: (608) 267-6931  <a href="mailto:jeffrey.smith@doa.state.wi.us">jeffrey.smith@doa.state.wi.us</a></p>	<p><b>AMERICAN SAMOA</b></p> <p>Pat M. Galea'i  Federal Grants/Programs Coordinator  Office of Federal Programs  Office of the Governor/Department  of Commerce  American Samoa Government  Pago Pago, American Samoa 96799  Telephone: (684) 633-5155  Fax: (684) 633-4195  <a href="mailto:pmgaleai@samoatelco.com">pmgaleai@samoatelco.com</a></p>

<b>GUAM</b>  Director Bureau of Budget and Management Research Office of the Governor P.O. Box 2950 Agana, Guam 96910 Telephone: 011-671-472-2285 FAX: 011-671-472-2825 <a href="mailto:jer@ns.gov.gu">jer@ns.gov.gu</a>	<b>PUERTO RICO</b>  Jose Caballero / Mayra Silva Puerto Rico Planning Board Federal Proposals Review Office Minillas Government Center P.O. Box 41119 San Juan, Puerto Rico 00940-1119 Telephone: (787) 723-6190 FAX: (787) 722-6783
<b>NORTHERN MARIANA ISLANDS</b>  Ms. Jacoba T. Seman Federal Programs Coordinator Office of Management and Budget Office of the Governor Saipan, MP 96950 Telephone: (670) 664-2289 FAX: (670) 664-2272 <a href="mailto:omb.jseman@saipan.com">omb.jseman@saipan.com</a>	<b>VIRGIN ISLANDS</b>  Ira Mills Director, Office of Management & Budget # 41 Norre Gade Emancipation Garden Station, Second Floor Saint Thomas, Virgin Islands 00802 Telephone: (340) 774-0750 FAX: (787) 776-0069 <a href="mailto:IRMILLS@OMB.GOV.VI">mailto:IRMILLS@OMB.GOV.VI</a>

Changes to this list can be made only after OMB is notified by a State's officially designated representative. E-mail messages can be sent to [grants@omb.eop.gov](mailto:grants@omb.eop.gov). If you prefer, you may send correspondence to the following postal address:

Attn: Grants Management  
Office of Management and Budget  
New Executive Office Building, Suite 6025  
725 17<sup>th</sup> Street, NW  
Washington, DC 20503

Please note: **Inquiries about obtaining a Federal grant should not be sent to the OMB e-mail or postal address shown above. The best source for this information is the Catalog of Federal Domestic Assistance (CFDA) [<http://www.cfda.gov/>].**

## **Guidance on Section 427 of GEPA**

The purpose of this enclosure is to inform you about a new provision in the U.S. Department of Education's General Education Provisions Act (GEPA) that will apply to applicants for new grant awards under Department programs. This provision is Section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Pub. L. 103-382).

### **To Whom Does This Provision Apply?**

Section 427 of GEPA affects applicants for new discretionary grant awards under the Graduate Assistance in Areas of National Need program. All applicants must include information in their applications to address this new provision in order to receive funding.

### **What Does This Provision Require?**

Section 427 requires each institution applying for funds to include in its application a description of the steps the applicant proposes to take to ensure, for students, teachers, and other beneficiaries with special needs, equitable access to and participation in its Federally-assisted program.

This Section allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation that you may address: gender, race, national origin, color, disability, or age. Based on local circumstances, you can determine whether these or other barriers may prevent your students, teachers, etc. from such access or participation. Your description need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

### **How Might an Applicant Satisfy the Requirement of This Provision?**

The following examples may help illustrate how an applicant may comply with Section 427.

- (1) An applicant that proposes to carry out an adult literacy project servicing, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
- (2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in braille for students who are blind.
- (3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

### **Estimated Burden Statement \***

The time required to complete this information collection is estimated to vary from 1 to 3 hours per response with an average of 1.5 hours, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to U.S. Department of Education, Washington, DC 20202-4651.

\* This burden statement applies only to GEPA section and not to the application.

## **General Education Provisions Act (GEPA) Requirement**

Applicants should use this section to address the GEPA provision.

**DEMONSTRATION PROJECTS TO ENSURE STUDENTS WITH  
DISABILITIES RECEIVE A QUALITY HIGHER EDUCATION  
PROGRAM**

**NOTICE TO APPLICANTS:  
THE GOVERNMENT PERFORMANCE AND RESULT ACT  
(GPRA)**

**What is GPRA?**

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve Congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

**How has the Department of Education Responded to the GPRA Requirements?**

As required by GPRA, the Department of Education has prepared a strategic plan for 1998-2002. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The Department's goals, as listed in the plan, are:

- Goal 1: Help all students reach challenging academic standards so that they are prepared for responsible citizenship, further learning, and productive employment.*
- Goal 2: Build a solid foundation for learning for all children.*

- Goal 3: *Ensure access to postsecondary education and lifelong learning.*
- Goal 4: *Make the Department of Education a high performance organization by focusing on results, service quality, and customer satisfaction*

The performance indicators for the Demonstration Projects to Ensure Students with Disabilities Receive a Quality Higher Education Program are part of the Department's plan for meeting Goal 3: Ensure access to postsecondary education and lifelong learning. Among the Department's objectives for Goal 3 is that "(postsecondary students receive support for high-quality education) by providing grants to postsecondary institutions to aid in the development of model programs for ensuring that students with disabilities can receive a high-quality postsecondary education."

**What are the Performance Indicators for the Demonstration Projects to Ensure Students with Disabilities Receive a Quality Higher Education Program?**

The Department's specific goal for the Demonstration Projects to Ensure Students with Disabilities Receive a Quality Higher Education Program is "to improve the quality of higher education for students with disabilities." The objective and performance indicators are as follows:

1. Ensure that research and other information synthesized through grant activities is state of the art.
  - (1.1) State-of-the-art research. Evaluation activities will show that 100 percent of the synthesized research and information disseminated through grant activities is state-of-the-art research.
2. Ensure that faculty and administrators in institutions of higher education increase their capacity to provide a high-quality education to students with disabilities.
  - (2.1) Increased attendance. The number of students with disabilities attending an institution benefiting from grants will increase each year beginning in 2001.
  - (2.2) Increased degree attainment. The number of students with disabilities completing coursework leading to a degree or attainment of a degree at an institution benefiting from grants will increase each year beginning in 2001.

## APPLICATION TRANSMITTAL INSTRUCTIONS

An application for an award must be mailed or hand delivered by the application transmittal deadline (closing date).

### **Application Delivered by Mail**

An application sent by mail must be addressed to the **U.S. Department of Education, Application Control Center, Attention: CFDA Number 84.333, 400 Maryland Ave, SW, Washington, DC 20202-4725.**

An applicant must show proof of mailing an application consisting of one of the following:

- (1) a legibly dated U.S. Postal Service Postmark;
- (2) a legible mail receipt with the date of mailing stamped by the U.S. Postal Service;
- (3) a dated shipping label, invoice, or receipt from a commercial carrier; or
- (4) any other proof of mailing acceptable to the U.S. Secretary of Education.

If an application is sent through the U.S. Postal Service, the Secretary does not accept either of the following as proof of mailing:

- (1) a private metered postmark, or
- (2) a mail receipt that is not dated by the U.S. Postal Service.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

An applicant is encouraged to use registered or at least first class mail.

Each late applicant will be notified that its will not be considered.

### **Application Delivered by Hand**

An application that is hand delivered must be taken to the **U.S. Department of Education, Application Control Center, Room 3633, Regional Office Building 3, 7<sup>th</sup> and D Streets, SW, Washington, DC.**

The application Control Center will accept hand delivered applications between 8:00 a.m. and 4:30 p.m. (Washington, DC time) daily, except Saturdays, Sundays, and Federal holidays.

### **Application Delivered by Courier Service**

An application that is delivered by a courier service should be addressed to **U.S. Department of Education Application Control Center, Room 3633, Regional Office Building 3, 7<sup>th</sup> and D Streets, SW, Washington, DC 20202-4725.**

The Application Control Center will accept deliveries between 8:00 a.m. and 4:30 p.m. (Washington, DC time) daily, except Saturdays, Sundays, and Federal Holidays.

In order for an application sent through a courier service to be considered timely, the courier service must deliver the application on or before the application transmittal deadline.

## Pilot Project for Electronic Submission of Applications

In Fiscal Year 2002, the U.S. Department of Education is continuing to expand its pilot project of electronic submission of applications to include additional formula grant programs and additional discretionary grant competitions. The Child Care Access Means Parents In School Program, CFDA No. 84.335A, is one of the programs included in the pilot project. If you are an applicant under the CCAMPIS Program, you may submit your application to us in either electronic or paper format.

The pilot project involves the use of the Electronic Grant Application System (e-APPLICATION, formerly e-GAPS) portion of the Grant Administration and Payment System (GAPS). We request your participation in this pilot project. We shall continue to evaluate its success and solicit suggestions for improvement.

If you participate in this e-APPLICATION pilot, please note the following:

- Your participation is voluntary.
- You will not receive any additional point value or penalty because you submit a grant application in electronic or paper format.
- You can submit all documents electronically, including the Application for Federal Assistance (ED 424), Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications.
- Within three working days of submitting your electronic application fax a signed copy of the Application for Federal

Assistance (ED 424) to the Application Control Center after following these steps:

1. Print ED 424 from the e-APPLICATION system.
  2. Make sure that the institution's Authorizing Representative signs this form.
  3. Before faxing this form, submit your electronic application via the e-APPLICATION system. You will receive an automatic acknowledgement, which will include a PR/Award number (an identifying number unique to your application).
  4. Place the PR/Award number in the upper right hand corner of ED 424.
  5. Fax ED 424 to the Application Control Center at (202) 260-1349.
- We may request that you give us original signatures on all other forms at a later date.

You may access the electronic grant application for the Demonstration Projects To Ensure Students with Disabilities Receive A Quality Higher Education Program at:

<http://e-grants.ed.gov>

We have included additional information about the e-APPLICATION pilot project (see Parity Guidelines between Paper and Electronic Applications) in the application package.

Or you may contact ED Pubs at its e-mail address:

## **Section G**

### **DEMONSTRATION PROJECTS TO ENSURE STUDENTS WITH DISABILITIES RECEIVE A QUALITY HIGHER EDUCATION PROGRAM**

**Important Notice to Prospective  
Participants in U.S. Department of  
Education Contract and Grant Programs**

**IMPORTANT NOTICE TO PROSPECTIVE PARTICIPANTS IN**

## U.S. DEPARTMENT OF EDUCATION CONTRACT AND GRANT PROGRAMS

### GRANTS

Applicants for grants from the U.S. Department of Education (ED) have to compete for limited funds.

Deadlines assure all applicants that they will be treated fairly and equally, without last minute haste.

For these reasons, ED must set strict deadlines for all grant applications. Prospective applicants can avoid disappointment if they understand that

**Failure to meet a deadline will mean that an application will be rejected without any consideration whatever.**

The rules, including the deadline, for applying for each grant are published, individually, in the **Federal Register**. A one-year subscription to the Register may be obtained by sending \$340.00 to: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402-9371. (Send check or money order only, no cash or stamps.)

The instructions in the **Federal Register** must be followed exactly. Do not accept any other advice you may receive. No ED employee is authorized to extend any deadline published in the Register.

Questions regarding submission of applications may be addressed to:

U.S. Department of Education  
Application Control Center  
Washington, DC 20202-4725

### CONTRACTS

Competitive procurement actions undertaken by ED are governed by the Federal Procurement Regulations and implementing ED Procurement Regulation.

Generally, prospective competitive procurement actions are synopsisized in the Commerce Business Daily (CBD). Prospective offerors are therein advised of the nature of the procurement and where to apply for copies of the Request for Proposals (RFP).

Offerors are advised to be guided solely by the contents of the CBD synopsis and the instructions contained in the RFP. Questions regarding the submission of offers should be addressed to the Contracting Specialist identified on the face page of the RFP.

Offers are judged in competition with others, and failure to conform with any substantive requirements of the RFP will result in rejection of the offer without any consideration whatever.

Do not accept any advice you receive that is contrary to instructions contained in either the CBD synopsis or the RFP. No ED employee is authorized to consider a proposal which is non-responsive to the RFP.

A subscription to the CBD is available for \$208.00 per year via second class mailing or \$261.00 per year via first class mailing. Information included in the Federal Acquisition Regulation is contained in Title 48, Code of Federal Regulations, Chapter 1 (\$49.00). The foregoing publication may be obtained by sending your check or money order only, no cash or stamps, to:

Superintendent of Documents  
U.S. Government Printing Office  
Washington, DC 20402-9371

In an effort to be certain this important information is widely disseminated, this notice is being included in all ED mail to the public. You may, therefore, receive more than one notice. If you do, we apologize for any annoyance it may cause you.

## **Section H**

### **DEMONSTRATION PROJECTS TO ENSURE STUDENTS WITH DISABILITIES RECEIVE A QUALITY HIGHER EDUCATION PROGRAM**

#### **Grant Application Receipt Acknowledgement**

### **GRANT APPLICATION RECEIPT ACKNOWLEDGEMENT**

**If you fail to receive the notification of application receipt within fifteen (15) days from the closing date, call:**

**U.S. Department of Education  
Application Control Center  
(202) 708-9493**

**GRANT AND CONTRACT FUNDING INFORMATION**



The Department of Education provides information about grant and contract opportunities electronically in several ways:

<b>ED Internet Home Page</b>	<a href="http://www.ed.gov/">http://www.ed.gov/</a> <a href="Gopher://gopher.ed.gov/">Gopher://gopher.ed.gov/</a>	(WWW address) (Gopher address)
<b>OCFO Web Internet Page</b>	<a href="http://ocfo.ed.gov/">http://ocfo.ed.gov/</a>	(WWW address)